

EMPLOYEE RELATIONS DEPARTMENT
PERSONEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FL 33130

December 11, 2006

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Delivering Excellence Every Day
Office Hours: 8:30 am - 4:00 pm
Monday - Friday, excluding holidays
JOBS Information: (305)
375-JOBS(5627)

IMPORTANT APPLICANT INFORMATION

POSITIONS REQUIRING APPLICANTS TO APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Employment applications for Miami-Dade County employees are accepted Monday through Friday at the above address. **Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date.** Employment applications from applicants not currently employed by Miami-Dade County are accepted Tuesday through Friday at the above address. [Please do not submit resumes for these positions.](#)

POSITIONS REQUIRING A COMMERCIAL DRIVER LICENSE

As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. The signing of the release form authorizes previous employers to provide to Miami-Dade County information regarding positive controlled substance test results, alcohol test results of 0.04 or greater, and/or refusals to be tested for alcohol/controlled substances. Additionally, If one of the above occurred within two years preceding the date of inquiry, proof of negative retest, documented evaluations by a substance abuse professional, and proof of rehabilitation will be required.

QUALIFIED APPLICANTS WITH DISABILITIES

Individuals with disabilities, who are seeking reasonable accommodation with County employment applications, examinations, or interviews, including sign language translation, may call the Office of Reasonable Accommodation at (305) 375-5876 for assistance. Text telephone (TTY) users should call (305) 375-5645 or use the Florida Relay Center at 711.

EQUAL OPPORTUNITY EMPLOYER

Miami-Dade County is an equal opportunity employer that provides equal access and opportunity in employment and services, maintains an alcohol and drug-free workplace, and does not discriminate on the basis of disability. The South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please read Equal Opportunity is the Law by visiting <http://www.floridajobs.org/PDG/Postersforemployers/English33.rtf>

FEDERAL SELECTIVE SERVICE SYSTEM

In accordance with Section 2-11.29 of the Miami-Dade County Code, all males from the ages of 18 through 25 are required to register with the Federal Selective Service System under the Military Service Act, 50 U.S.C. App. 453. Applicants must provide proof of registration within ninety (90) days of appointment. Registration with the Federal Selective Service System is a condition of continued employment.

VISIT THE EMPLOYEE RELATIONS DEPARTMENT'S WEBSITE

Please visit the Employee Relations Department's website (www.miamidade.gov/empref/) to view information regarding County job opportunities, employee benefits, training, payroll, compensation (job descriptions and pay plans), disability, and retirement. Visitors to our site are encouraged to take advantage of our services, which are provided to serve you in a manner consistent with our philosophy to deliver the highest quality of services to which our citizens and employees are entitled. Hiring decisions are contingent upon a background investigation and physical examination, including alcohol/drug screening.

CALL OUR JOBS INFORMATION HOTLINE AT (305) 375-JOBS

Opportunity is Ringing for Job Seekers: Call the Job Hotline Number at (305) 375-JOBS (5627) and hear detailed information on all Miami-Dade County job postings, hear the last three jobs for which you applied, and if you have a resume on file, you can even apply for resume positions, or obtain detailed information by visiting our website at www.miamidade.gov/jobs, Team Metro Offices, Libraries or the Center for Employment Application.

RESIDENCY REQUIREMENT

In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, applicants must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. The Building Department is authorized to hire plans processors and building inspectors in all trades who reside in Broward County. Sworn classifications in the Corrections and Rehabilitation Department, Miami-Dade Fire Rescue Department, Miami-Dade Police Department, and Miami-Dade Aviation Department personnel who work at the Dade-Collier Training and Transition Airport (TNT), Police Complaint Officers, Police Dispatchers, and Fire Rescue Dispatchers are not required to establish and maintain residency in Miami-Dade County.

VETERANS' PREFERENCE

Preference will be given to veterans and spouses of veterans when applicable. [At the time of application](#), those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veterans Affairs or Department of Defense stating the percentage of their service-connected disability [at the time of application](#). All veterans are required to complete a Veteran's Preference Claim Form at the time of application.

Visit our job announcements <http://www.miamidade.gov/jobs>

REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR QUALIFIED PERSONS WITH DISABILITIES FOR THE EMPLOYMENT APPLICATION, EXAMINATION, OR INTERVIEW PROCESS TO INCLUDE SIGN LANGUAGE TRANSLATION ASSISTANCE BY CALLING (305) 375-5876.

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES / FEMALES / APPLICANTS WITH DISABILITIES

INSTRUCTIONS TO APPLY FOR POSITIONS

Applicants applying for positions indicated as **MUST APPLY IN PERSON, MUST SUBMIT RESUME, MUST TAKE EXAMINATION, and/or MUST TELEPHONE** must follow the required procedures listed below.

MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Applicants must **complete an employment application, apply in person** and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution as indicated for each position. **Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date.** Unless otherwise indicated, applicants must apply in person at the **Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130** by the closing date. Applicants should indicate all computer skills and education on the employment application. **Please do not submit resumes for these positions.**

For positions with the **Park and Recreation Department**, interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a **Park and Recreation Department** list for future vacancies. **Please do not submit resumes for these positions.**

MUST SUBMIT RESUME

Unless otherwise indicated, applicants may **submit one (1) copy of their resume indicating social security number for each position indicating requisition number and title of position** to the **Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130** by the closing date or refer to our web page (www.miamidade.gov/jobs) regarding electronic Resume Submittal instructions **or call our JOBS hotline at (305) 375-JOBS (5627).** Applicants may utilize our **Resume Drop Box at the Center for Employment Application to submit resume and Resume Submittal Form.** **Applicants should indicate all computer skills and education on the resume.** Applicants must submit required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process. **See Resume Submittal Instructions.**

MUST TAKE EXAMINATION

Applicants must **apply in person** to complete an employment application and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. **Please do not submit resumes for these positions.**

MUST TELEPHONE

Applicants must **contact the person** indicated by the closing date. Interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a list for future vacancies. **Please do not submit resumes for these positions.**

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RESUME APPLICATION INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

Please submit a Resume Submittal Form and one (1) copy of your resume for each position for which you are applying. Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of your resume.

HERE IS HOW IT WORKS:

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

THE FOLLOWING INFORMATION WILL ASSIST YOU IN PREPARING A "SCANNABLE" RESUME:

- Submit your Resume – Suggested maximum length: 4 pages
- Submit single-sided originals on clean, white paper
 - Use size 10 or 12 basic type
 - Use standard fonts and crisp, dark type
- Include your name, address, telephone number(s), and social security number at the top of the first page and your name only on any subsequent pages.
- Use a chronological format, listing most recent experience first
- Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- Use concrete words rather than vague, lengthy descriptions
- Ensure your resume is detailed enough to provide information about your training, education and experience.

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RESUME SUBMITTAL INFORMATION

(FOR *MUST SUBMIT RESUME POSITIONS ONLY*)

The following are the required procedures for submitting resumes to Miami-Dade County:

- Be sure your resume is received by the closing date of the position. Resumes received after the closing date will not be considered.
- Submit documentation of eligibility for veteran's preference when applicable.
- Required documentation such as degrees, official transcripts, licenses, certifications, test results, and/or permits from an accredited or certified institution must be submitted during the interview selection process unless otherwise specified in the job announcement. Do not forward this information with your resume submittal.

The following are recommendations, which will ensure efficient processing of your resume in our, computerized recruitment system:

DO . . .

- Submit an original resume with crisp, dark type.
- Use black ink on white 8 ½" X 11" paper printed on one side only.
- Provide a comprehensive detailing of your experience, education, knowledge, abilities, and/or skills on your resume. Preferably, resume will not exceed four pages.

DON'T . . .

- Make your resume two columns or look like a newspaper or newsletter.
- Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
- Use italics, bullets, underlines, shadows, or reverse types.
- Use vertical/horizontal lines, graphics, or boxes.

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ELECTRONIC RESUME SUBMITTAL INSTRUCTIONS

(FOR **MUST SUBMIT RESUME POSITIONS ONLY**)

- *Resume must be sent as an attachment to the e-mail and conform to our E-mail Submittal Instructions.*
- *Resume must be in a Microsoft Word or Text format.*
- *Resume(s) not received in a Microsoft Word or Text format cannot be opened and therefore will not be considered.*
- *Subject line should indicate your Name, Social Security Number, Position Title and Requisition Number. If you are applying for multiple positions, please indicate all Position Titles and Requisition Numbers for which you are applying in the Subject Line.*
- *Resume must be sent to resumes@miamidade.gov.*
- *Resume must be received by the closing date. Resume(s) received after the closing date will not be considered.*

Visit our job announcements <http://www.miamidade.gov/jobs>

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MUST APPLY IN PERSON AND COMPLETE EMPLOYMENT APPLICATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

AUTOMOTIVE EQUIPMENT OPERATOR 3

Salary: Entry \$31,363 - Maximum \$44,459 Annually (006207D) (Requisition # 7500010)

Eighth grade. Two years of experience operating medium and/or heavy-duty automotive equipment or medium and/or heavy-duty construction equipment are required. Must possess a CDL/Class A. A performance skills test will be given.

(Solid Waste Management Department) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

MAINTENANCE MECHANIC

Salary: Entry \$29,736 - Maximum \$42,644 Annually (006101A) (Requisition # 6320218)

Eighth grade. One year of skilled automotive, heavy construction, and/or farm equipment maintenance and repair experience to include experience in engine repair is required. Must have own hand tools. Must possess a Driver license.

(Miami-Dade Police Department) (Northwest) **CLOSING DATE: Friday, December 15, 2006.**

MUST APPLY IN PERSON AND COMPLETE EMPLOYMENT APPLICATION

OPEN TO THE PUBLIC

ACCOUNT CLERK

Salary: Entry \$25,456 - Maximum \$39,006 Annually (000310) (Requisition # 7930061)

High school diploma or GED. One year of bookkeeping experience; completion of one-year business school program of instruction in computer accounting and bookkeeping; or completion of six semester credits in Accounting is required. Familiarity with FAMIS and ADPCS is highly preferred. (Park and Recreation Department) (Downtown) **CLOSING**

DATE: Friday, December 22, 2006.

ANIMAL CARE SPECIALIST (PART-TIME)

Salary: Entry \$11.17 - Maximum \$17.07 Hourly (001209) (Requisition # 5360011)

Eighth grade. Six months of experience in the care and feeding of animals are required. Miami-Dade County Animal Services Department is looking for committed individuals to join our team. Duties include feeding, cleaning and care of shelter animals. This position has the potential for full-time employment with competitive benefits. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

CONCESSION ATTENDANT

Salary: Entry \$21,480 - Maximum \$27,927 Annually (007221) (Requisition # 7930014)

Eighth grade. One year of experience in public contact work to include cash handling experience is required. Must be able to work days, nights, holidays, and weekends on a varied work schedule. (Park and Recreation Department) (Hialeah)

CLOSING DATE: Friday, December 15, 2006.

CONSOLE SECURITY SPECIALIST 1

Salary: Entry \$25,273 - Maximum \$39,597 Annually (006456) (Requisition # 5110082)

High school diploma or GED. One year of experience in a military or security environment or operating and/or monitoring security console, central station, or surveillance systems is required. Must be able to work rotating shifts and prepare reports. (General Services Administration) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

MUST APPLY IN PERSON AND COMPLETE EMPLOYMENT APPLICATION

OPEN TO THE PUBLIC

CORRECTIONAL OFFICER

Salary: Entry \$29,824 - Maximum \$51,835 Annually (004502A) (Requisition # 5390071)

Non-certified Correctional Officer (trainees): \$27,648 Annually. **APPLICATION REQUIREMENTS:** Must be age 18 at time of application and age 19 by time of employment. Must be a high school graduate. Acceptable photo identification such as Driver license. Proof of all formal education, including official high school diploma and college transcripts. Completion of 30 college semester credits will be considered to be equivalent to a high school diploma. A Driver license. For Certified Correctional Officers, preference will be given to State of Florida Certified Correctional Officers or State of Florida Certifiable Correctional Officers. Applicants must present a Florida Department of Law Enforcement Basic Recruit Certificate/Certificate of Compliance for Correctional Officers; or Certificate of Completion issued by an accredited school of criminal justice AND the report of results of the Florida Correctional Officer Certification Examination, indicating passing scores in all five components of the test. *Includes Supplemental Pay for Hazardous Duty Pay and FDLE Certification. A Variety of Additional Pay Supplements and Pay Incentives are Available Based on Assignments and Additional Incentives. **AS PART OF THE RECRUITMENT SELECTION PROCESS, ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:** Must meet standards of the BAT for Correctional Officer of the CJBAT examination for Correctional Officers that is administered at Miami-Dade Community College and other agencies. Supplemental employment information including additional requirements for initial employment will be distributed at the time of application. Must successfully pass a background investigation including polygraph examination, psychological evaluation, and meet minimum County medical standards. Hiring decisions are contingent upon the results of a background investigation and physical examination to include alcohol/drug and psychological screening. Proof of Veterans Preference, if applicable. No Residency Requirement. This is security and limited rehabilitation work in the care, custody, and control of inmates held in Miami-Dade County Corrections and Rehabilitation Department facilities which operate on a 24-hour, 7 days per week basis. Applicants must be able to work any assigned shifts such as day, afternoon, and midnight to include weekdays, weekends, and holidays, as needed. Please visit Corrections and Rehabilitation Department www.miamidade.gov/corrections/Recruitment.asp or call (786) 263-JOBS (5627) for inquiries. **NO RESUMES, PLEASE. APPLICANTS MUST APPLY AT: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130. 8:30 a.m. to 4:00 p.m., Monday through Friday** Photo identification is required at the time of application. **MUST APPLY IN PERSON.** Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from Monday, August 9, 2004 until further notice, 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants who previously applied for the Correctional Officer classification and who are currently active on the eligible list may not sign up for this recruitment. Applicants who previously applied for the Correctional Officer classification and whose eligibility has not exceeded two years are not required to sign up for this recruitment. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. Supplemental information sheets concerning the selection process, pay and benefits for State of Florida Certified Correctional Officers or State of Florida Certifiable Correctional Officers will be distributed at the time of application. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Corrections and Rehabilitation) (Various) **CLOSING DATE: Friday,**

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OPEN TO THE PUBLIC

September 28, 2007.

CUSTODIAL WORKER 1

Salary: Entry \$18,521 - Maximum \$24,181 Annually (006001A) (Requisition # 7930016)

Eighth grade. Three months of experience performing manual labor involving a variety of janitorial or custodial tasks are required. Must possess a Driver license. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, December 15, 2006.**

ELECTIONS LOGISTICS TECHNICIAN (SEASONAL)

Salary: Entry \$14.89 - Maximum \$24.76 Hourly (002414) (Requisition # 6160047)

High school diploma or GED. Two years of experience in diversified warehouse activities, logistics or inventory work are required. Apply in person at the Elections Department, 2700 N.W. 87 Avenue, Monday through Friday from 9:00 am to 12:00 pm and from 2:00 pm to 5:00 pm. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Elections) (Doral) **CLOSING DATE: Friday, December 29, 2006.**

ELECTIONS SUPPORT SPECIALIST (SEASONAL)

Salary: Entry \$11.70 - Maximum \$17.95 Hourly (002404) (Requisition # 6160056)

High school diploma or GED. Two years of clerical experience are required. Apply in person at the Elections Department, 2700 N.W. 87 Avenue, Monday through Friday from 9:00 am to 12:00 pm and from 2:00 pm to 5:00 pm. (Elections) (Doral) **CLOSING DATE: Friday, December 29, 2006.**

MAINTENANCE MECHANIC

Salary: Entry \$29,736 - Maximum \$42,644 Annually (006101C) (Requisition # 6110094)

Eighth grade. One year of skilled maintenance and repair experience in a mechanical, electrical, plumbing, building maintenance, machinery repair or other general specialty trade is required. Must possess a Driver license and own hand tools. (General Services Administration) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

MUST APPLY IN PERSON AND COMPLETE EMPLOYMENT APPLICATION

OPEN TO THE PUBLIC

MAINTENANCE TECHNICIAN

Salary: Entry \$35,501 - Maximum \$51,469 Annually (009586A) (Requisition # 7390038)

High school diploma or GED. One year of skilled experience in carpentry, painting, electrical, plumbing, plastering, building maintenance or refrigeration/air-conditioning maintenance is required. Must obtain a Miami-Dade County Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Maintenance Electrician or Plumbing Maintenance or obtain a Miami-Dade County Journeyman Certificate of Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician within the probationary period. Must possess a Driver license.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

OCEAN LIFEGUARD TRAINEE (TRAINEE)

Trainee Salary: \$15.30 Hourly, Salary: Entry \$15.90 - Maximum \$25.33 Hourly (009584) (Requisition # 6370066)

The ability to meet physical standards and successfully complete a swimming skills test are required. Prior to the interview, qualified applicants will be scheduled for a performance test which may include distance swim and run, simulated rescue, first aid, and artificial respiration practices and procedures. Must be 18 years of age by completion of training. Must meet Miami-Dade County physical standards, including vision standards of 20/40 in each eye uncorrected. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Continued employment requires meeting all physical standards, successfully completing performance test and obtaining and maintaining all required certifications. (Miami-Dade Fire Rescue Department) (Haulover Beach) **CLOSING DATE: Friday, September 28, 2007.**



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OPEN TO THE PUBLIC

POLICE OFFICER (TRAINEE)

Trainee Salary: \$34,241 Annually, Salary: Entry \$35,874 - Maximum \$62,431 Annually (004201) (Requisition # 9320019)
For Certified Police Officers: Employed in a full-time sworn classification by (or separated within preceding 24 months from) another police agency, possession of a Basic Recruit Certificate of Compliance from the State of Florida or its equivalent, completed probation with a Florida law enforcement agency, and one year of police experience. *Includes Supplemental Pay for Hazardous Duty Pay and FDLE Certification. A Variety of Additional Pay Supplements and Pay Incentives are Available Based on Assignments and Additional Incentives. For Non-Certified Police Officers: High school diploma or GED. Must be 18 years of age at time of application. Minimum age of 19 years of age at the time of graduation from the police academy. The following requirements for Certified and Non-Certified Police Officers must be presented at the time of application: Social Security Card, Acceptable Photo Identification (such as a Driver license), Proof of all Formal Education (including official college transcripts), a Driver license, Proof of U.S. Citizenship, Proof of Veterans Preference (if applicable) and Basic Recruit Certificate of Compliance from the State of Florida or its equivalent (for Certified Police Officers Only). Applicants must meet minimum County medical standards. Must possess visual acuity not exceeding 20/100 uncorrected, corrected to 20/30 or better. Contact lenses are permitted. Applicants must be able to distinguish between the colors red, green, and yellow. Weight must be in proportion to height. Applicants successfully completing a background investigation will be administered a psychological evaluation to determine suitability and compatibility to perform the basic job functions. This announcement supersedes the previous announcements under this requisition number and those who previously applied need not reapply. Applicants who may have qualified on the civil service examination will be required to take the Criminal Justice Basic Abilities Test (CJ-BAT) prior to entering the Police Academy. Those applicants that are currently Florida State Certified Police Officers and meet the lateral requirements of the Miami-Dade Police Department are not required to take the CJ-BAT. This is general law enforcement and public safety work in the protection of life and property and execution of orders issued through the authority of the Director of the Miami-Dade Police Department, with positions in various locations. Residency Requirement: As sworn personnel in the Miami-Dade Police Department, Police Officers are not required to establish and maintain residency in Miami-Dade County. Applicants may visit MDPD website (www.mdpc.com) or call (305) 471-1945 for inquiries. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. Photo identification is required at the time of application. Employment applications accepted at: Miami-Dade Police Department, Personnel Management Bureau, 9105 N.W. 25 Street, Miami, Florida from Monday, May 22, 2000 until further notice, 8:30 a.m to 4:00 p.m., Monday through Friday. Applicants who previously applied for the Police Officer classification and who are currently active on the eligible list may not sign up for this recruitment until your name has been removed from the list. (Miami-Dade Police Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

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REFRIGERATION-AC MECHANIC

Salary: Entry \$40,663 - Maximum \$59,305 Annually (006532C) (Requisition # 6110040)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in Refrigeration and Journeyman in Air-Conditioning Unlimited, Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or State of Florida Contractors license in Refrigeration/Air-Conditioning. Must possess a Driver license and Type I, Type II, Type III or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. (General Services Administration) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

REFRIGERATION-AC MECHANIC

Salary: Entry \$40,663 - Maximum \$59,305 Annually (006532A) (Requisition # 6640024)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or Journeyman in Air-Conditioning. Must possess a Class D license and Type II, or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, September 28, 2007.**

W & S SERVICE TECHNICIAN 1

Salary: Entry \$27,496 - Maximum \$39,289 Annually (005837) (Requisition # 7960041)

High school diploma or GED. One year of experience working with water distribution systems is required. Must possess a CDL/Class B. Experience with leak detection methods, GIS systems and basic computer programs such as Excel, Access and Microsoft Outlook and the ability to use various types of locating and leak detection equipment is preferred. (Miami-Dade Water & Sewer Department) (Medley) **CLOSING DATE: Friday, December 15, 2006.**

WASTE SCALE OPERATOR

Salary: Entry \$22,668 - Maximum \$34,384 Annually (006312) (Requisition # 7500007)

High school diploma or GED. One year of experience in handling money or related Community Work Experience Program (CWEP) experience is required. (Solid Waste Management Department) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

MUST SUBMIT RESUME

MIAMI-DADE COUNTY EMPLOYEES ONLY

ASSISTANT W & S DIRECTOR (ADMINISTRATION) (EXEMPT)

Salary: Entry \$101,483 - Maximum \$162,918 Annually (005984E) (Requisition # 7960053)

Bachelors degree. A minimum of six to ten years of progressively responsible administrative and/or supervisory experience in public and/or business administration is required. Public sector and/or Public Utility experience and a Masters degree is highly preferred. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, December 22, 2006.**

CHIEF, HUMAN RESOURCES DIVISION (W & S) (EXEMPT)

Salary: Entry \$70,570 - Maximum \$109,403 Annually (008305B) (Requisition # 7960054)

Bachelors degree. A minimum of three to six years of professional and supervisory experience in personnel administration is required. Public sector experience in water/waste water or solid waste environment and PHR or SPHR certification is highly preferred. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, December 22, 2006.**

CONTRACTS COMPLIANCE SPECIALIST 2

Salary: Entry \$38,783 - Maximum \$65,425 Annually (000877) (Requisition # 7800010)

Bachelors degree in Business Administration, Public Administration, or a related field. One year of professional experience in budget preparation, contracts compliance, auditing, or personnel administration is required. Advanced clerical or field experience in a construction, payroll, enforcement, or investigative environment may substitute for the required education on a year-for-year basis. Experience in Section 3 preferred. (Miami-Dade Housing Agency) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

HEALTH PLANNING FELLOW (EXEMPT)

Salary: Entry \$36,998 - Maximum \$36,998 Annually (009694) (Requisition # 7400001)

Must have completed, within the last academic year, a MPH or MBA in Health. (Office of Countywide Healthcare Planning) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

PARK SERVICES OFFICER 3

Salary: Entry \$44,648 - Maximum \$75,446 Annually (007349) (Requisition # 7930034)

Bachelors degree in Park and Recreation Management, Sports Administration, Business Administration, Public Administration, Planning or related field. Two years of professional administrative experience are required. Must possess a Driver license. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, December 22, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ACCOUNTANT 3 (PART-TIME)

Salary: Entry \$24.76 - Maximum \$41.56 Hourly (009570) (Requisition # 7500006)

Bachelors degree in Accounting or Bachelors degree to include 21 semester credits in Accounting. Two years of professional accounting experience to include the preparation of complex financial reports are required. Additional professional accounting experience to include the preparation of complex financial reports may substitute for the required education on a year-for-year basis. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits. (Solid Waste Management Department) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

ADMINISTRATIVE OFFICER 2

Salary: Entry \$38,783 - Maximum \$65,425 Annually (000811A) (Requisition # 6500105)

Bachelors degree. One year of professional administrative experience is required. Experience with FAMIS or Automated Accounting preferred. (Solid Waste Management Department) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

ANIMAL CONTROL SPECIALIST

Salary: Entry \$30,950 - Maximum \$51,884 Annually (001205) (Requisition # 6360065)

High school diploma or GED. Three years of experience in the handling and custody of dogs or other domestic animals are required. Completion of 60 semester credits to include 15 semester credits in Veterinary Medicine or Criminal Justice may substitute for two years of the required experience on a year-for-year basis; or high school diploma or GED and six months of experience as an Animal Services Clerk, Animal Attendant, or Veterinary Technician with Miami-Dade County are required. Must possess a Driver license. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

OFFICIAL NOTICE

The position of Social Services Administrator (Requisition #6840088) announced Open Competitive by the Department of Human Services, with a closing date of December 8, 2006, has been cancelled

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ASSISTANT DIRECTOR, GENERAL SERVICES ADMINISTRATION (EXEMPT)

Salary: Entry \$101,483 - Maximum \$162,918 Annually (000298B) (Requisition # 6110101)

Bachelors Degree in Business or Public Administration, or closely related field and 7 years progressively responsible supervisory and management experience in a large scale organization to include 5 years in contract and lease negotiation or management of several multi-use facilities and/or implementation or oversight of construction projects and mixed-use development are required. Masters degree is preferred. Excellent communications skills are highly preferred.

Miami-Dade County is seeking a dynamic, enterprising leader who is eager to accept challenges and implement change. The County has a budget of \$6.4 billion and 30,000 employees in 45 departments. General Services Administration (GSA) is responsible for centralized support services to the departments. Reporting to the GSA Director, the Assistant Directors responsibilities include leadership, direction, and coordination for the Construction Management and Renovation Services, Facilities and Utilities Management, and Real Estate Development Divisions including a budget of \$103 million of the total GSA budget of \$243 million, plus responsibility for \$200 million in current capital projects, and a staff of 343. Compensation: \$101,483 to \$162,918 commensurate with qualifications and experience. Excellent fringe benefits including health, retirement, disability, deferred compensation, and an annual executive benefits package inclusive of a car allowance with a total value of \$14,420. Applications preferred electronically at www.bennettyarger.com. Resumes and other information submitted in response to this advertisement are public records pursuant to Chapter 119 Florida Statutes. Bennett Yarger will endeavor to maintain confidentiality within the confines of applicable law. **Submit cover letter, resume, salary and three work-related references to: www.bennettyarger.com by December 11, 2006. Robert L. Neher, Jr., EVP, Bennett Yarger Associates, 1501 3rd Street, Sacramento, CA 95814. (916) 443-2421. Fax: (916) 443-5949. (General Services Administration) (Downtown) CLOSING DATE: Monday, December 11, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

AUDITOR, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

(Salary to be determined by the Office of the Inspector General) (008858) (Requisition # 7990005)

Bachelors Degree from accredited college or university in Accounting, Business Administration, Finance or related field. Three (3) years of audit experience to include contract and construction auditing in the public or private sector are required. Applicant must be able to multi-task and proactively manage the audit work assignments. Applicants are expected to independently plan and execute the audit assignment, including preparing the written report. Superior writing skills and mature judgment are essential. Must also possess excellent computer skills including word processing applications and spreadsheet applications, e.g., Microsoft Excel. Demonstrated knowledge of government processes is desired. Florida Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Fraud Examiner (CFE) certification and/or Masters Degree in Accounting or Finance preferred. Pay range is competitive and subject to applicants experience and qualifications. Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. All applicants should send resume and cover letter by mail to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami, FL 33130 Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown)

CLOSING DATE: Friday, September 28, 2007.

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

BUILDING INSPECTOR

Salary: Entry \$60,995 - Maximum \$73,391 Annually (009710) (Requisition # 5430070)

Applicants must meet one of the following requirements: (a) Five years of construction experience in a supervisory capacity AND at least one of the following: (1) Must possess a General Contractors license and a current Certificate of Competency issued by the State of Florida Construction Industry Licensing Board, or (2) Must possess a General Contractors license and a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board, OR EXCEPTION: Individuals holding licenses as a Residential Contractor and/or Building Contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board, may be certified as an entry level inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this exception shall be required to attend the first available formal educational course as approved by the Board of Rules and Appeals, immediately following employment. In order to maintain eligibility for appointment, inspectors certified under this exception shall obtain a Certificate of Competency and General Contractors license issued by Miami-Dade County, or a State Certified General Contractors license within 18 months of the date of original appointment, or (3) Must possess a General Contractors license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; or (b) Two years of construction experience and must possess an Associate of Science degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possess a current Certificate of Competency as a General Contractor in the State of Florida; or (c) Must possess a current State of Florida Registered Architect license; or a current State of Florida Professional Engineer license and building construction experience. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest)

CLOSING DATE: Friday, September 28, 2007.

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

BUILDING PLANS PROCESSOR (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually(Salary Negotiable) (002167A) (Requisition # 5430038)

Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractors license. Five years of experience under the jurisdiction of the Building Code are required; or Must be a currently certified Building Official, Plans Examiner or Inspector with five years of experience in such positions, three years of which shall have been within the jurisdiction of the Building Code are required; or Must be a currently certified Building Inspector having an Associate of Science degree in a course of education approved by the Board of Rules and Appeals. Five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code are required; or three years of experience as a Building Official, Plans Examiner or Inspector within the jurisdiction of the Building Code are required. This modified criteria shall apply only to individuals holding one of the following: 1. A General Contractors license issued by the State of Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, 2. A General Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board or, 3. A General Contractors license issued by the State of Florida Construction Industry Licensing Board with license #7837 or greater holding a certification as a roofing contractor or inspector issued by the State of Florida Construction Industry Licensing Board or Miami-Dade County Construction Trades Qualifying Board or, 4. Any General Contractors license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest)

CLOSING DATE: Friday, September 28, 2007.

CENTERS DIRECTOR (EXEMPT)

Salary: Entry \$38,783 - Maximum \$65,425 Annually (003735) (Requisition # 7790007)

Bachelors degree in Elementary Education, Early Childhood Education or a related field. One year of experience in the teaching, planning and training of educational activities for young children is required. (Community Action Agency) (Various) **CLOSING DATE: Friday, December 15, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

CHIEF HORTICULTURIST OF HISTORIC LANDSCAPES (EXEMPT)

Salary: Entry \$50,386 - Maximum \$80,693 Annually (007619) (Requisition # 6920009)

Bachelors degree in Horticulture or a related field. Two years of progressive responsible experience in a historic or other public garden setting are required. Masters degree in horticulture, garden design, and or landscape history is highly preferred. Considerable knowledge of tropical specimens and planting conditions preferred. Experience in fundraising desired. (Vizcaya Museum and Gardens) (Vizcaya) **CLOSING DATE: Friday, December 15, 2006.**

CHIEF, W & S BUDGET MANAGEMENT (EXEMPT)

Salary: Entry \$70,570 - Maximum \$109,403 Annually (005957) (Requisition # 7960036)

Bachelor/Es degree. A minimum of three to six years of experience in budgeting, purchasing, contract development, administration, and/or revenue and cost forecasting to include supervisory experience is required. Experience revenue/cost forecasting for an enterprise fund department is strongly preferred. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, December 15, 2006.**

CLERK, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

(Salary to be determined by the Office of the Inspector General) (008852) (Requisition # 7990006)

This position requires strong communication and clerical skills. This position will act in a receptionist capacity by answering the office telephone, receiving visitors and coordinating scheduled appointments for the OIG staff. Applicant must have the ability to meet and deal courteously with the general public with good tact and judgment. General clerical duties include word processing, filing, photocopying and mail distribution. Proficiency in PC and PC-related software is essential. Applicant must be able to multi-task with attention to detail and must be responsible to work with materials of a sensitive and confidential nature. High school diploma and two years clerical, secretarial, or related word processing experience are required. Bilingual (English/Spanish) skills are preferred. Applicant will be required to take and pass the Countys standardized typing test with score of 35 WPM. Salary range is competitive with similar County clerical positions. Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. All applicants should send resume and cover letter by mail to: Miami-Dade Office of the Inspector General 19 West Flagler Street, Suite 220 Miami, FL 33130 Attn: Job Announcement The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**



EMPLOYEE RELATIONS DEPARTMENT
PERSONEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FL 33130

December 11, 2006
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Office Hours: 8:30 am - 4:00 pm
Monday - Friday, excluding holidays
JOBS Information Hotline: (305) 375-JOBS(5627)

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

COMPUTER SERVICES MANAGER

Salary: Entry \$70,475 - Maximum \$111,947 Annually (001847A) (Requisition # 7160007)

Bachelors degree in a computer related field. Four years of progressively responsible experience in a complex computer information systems environment to include two years of supervisory experience are required; or Bachelors degree to include 15 semester credits in a computer related field. Five years of progressively responsible experience in a complex computer information systems environment to include two years of supervisory experience are required. (Elections) (Doral) **CLOSING DATE: Friday, December 22, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

DIRECTOR, OFFICE OF ADA COORDINATION (DESIGNEE) (EXEMPT)

Salary: Entry \$87,421 - Maximum \$138,391 Annually (006415B) (Requisition # 7830001)

Miami-Dade is seeking an innovative, proactive and results-oriented leader to become the Director of the Office of ADA Coordination. Miami-Dade is one of the few counties in the nation that has an Americans with Disabilities Act (ADA) program with departmental status. The agency includes a Compliance/Awareness Division and a Design/Construction Division. ADA coordinators are appointed within each of the Countys 44 other departments. Some departmental ADA coordinators are assigned full time, but most have other departmental duties. Under the direction of Daniel Holder, who joined the office in 1973 and is retiring as director in May of 2007, the office has grown considerably in its responsibilities, staffing, and in its position of influence within the County. The Office currently has a staff of ten, an operating budget of \$1.2 million and a multi-year \$46 million construction program. The director reports to the County Manager through an Assistant County Manager. The successful candidate will be a strong, proactive and results oriented leader who is visible and credible with staff and the community and is able set direction and priorities for the Office. The ideal candidate will have a thorough knowledge of all aspects of the ADA, Fair Housing, Section 504 of the Rehabilitation Act, and other federal, state and county laws and ordinances addressing disability issues, and will be able to effectively advise all County departments regarding their specific requirements for, program access, facility access, transportation, communication and administration. Minimum requirements include a Bachelors degree and a minimum of five years of professional experience in Americans with Disabilities Act (ADA) administration and compliance. Experience working to ensure access in the areas of employment, public accommodations, state and local government services, transportation and communications and working with advisory boards is highly desirable. Miami-Dade County is committed to finding the best candidate for the job and will consider all applicants who meet the minimum and/or preferred qualifications. The salary range is \$87,421 to \$138,391 and the county offers an attractive benefits package, including fully paid retirement and a generous executive benefit package with an approximate value of \$18,000 per year. A recruitment brochure is available. Resumes should reflect months and years of positions held and the size of staff and budget managed. This position closes on December 15, 2006. The successful candidate will be brought on board as soon as possible as director designee to work with the current director until May, 2007. Resumes and other information submitted in response to this advertisement are public records pursuant to Chapter 119 Florida Statutes. Submit cover letter, resume, current salary and three work-related references as soon as possible to: Marjorie Young, CPS EXECUTIVE SEARCH, 241 Lathrop Way, Sacramento, CA 95815, Phone: 916-263-1401; Fax: 916 561-7205; Email: resumes@cps.ca.gov; Website: www.cps.ca.gov/search. To obtain a brochure with additional information or to obtain information in accessible format, call 916-263-1401. (Office of ADA Coordination) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ELEVATOR INSPECTOR

Salary: Entry \$48,437 - Maximum \$70,190 Annually (002101A) (Requisition # 6110011)

Must possess a Certificate of Competency as an Elevator Inspector issued by the Florida Department of Business and Professional Regulation and a Certified Inspector license as specified in Chapter 399, Florida Statutes. Must be able to climb ladders and stairs. Must possess a Driver license. Certificate and license must be in good standing with the Florida Department of Business Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. This position is exempt from Miami-Dade County Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. (General Services Administration) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

ENGINEER 1

Salary: Entry \$46,929 - Maximum \$78,950 Annually (009590) (Requisition # 7450001)

Bachelors degree in Engineering. A State of Florida Professional Engineer license or Bachelors degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. (Building Code Compliance Department) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

ENGINEER 2

Salary: Entry \$51,493 - Maximum \$86,445 Annually (009591V) (Requisition # 6960236)

Bachelors degree in Civil Engineering. Two years of structural or related engineering experience are required. A State of Florida Professional Engineer license or Bachelors degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. Experience in design, project management and AutoCADD is desired. A Florida Profesional Engineer license and a degree in Civil or Structural Engineering are preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Water & Sewer Department) (South LeJeune Road) **CLOSING DATE: Friday, December 29, 2006.**

FAMIS COORDINATOR (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (009583) (Requisition # 7060012)

Bachelors degree in Accounting, Computer Science, Business Administration, Public Administration or a related field with a minimum of 15 semester credits in Accounting. A minimum of two years to three of experience working with large financial information systems to include customer assistance, report design, process scheduling, and miscellaneous system-related tasks is required. Microsoft and Excel experience is highly desired. Supervisory experience is preferred. (Finance Department) (Downtown) **CLOSING DATE: Friday, December 22, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

FIRE PLANS PROCESSOR (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually(Salary Negotiable) (004165) (Requisition # 6370094)

Must possess a State of Florida Professional Engineer license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a State of Florida Registered Architect license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a state certified General Contractor license, five years of experience under the jurisdiction of the Building Code and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must be a certified Fire Official or Fire Plans Examiner with five years of experience in life safety and/or fire protection systems plans review and approval, under the jurisdiction of the Florida Fire Prevention Code and/or South Florida Fire Prevention Code; or Must possess a Miami-Dade County Certificate of Competency in Fire Sprinkler under Mechanical Specialty Licensure with three years experience in fire plan sprinkler review and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes. This modification criteria shall apply only to individuals holding one of the following: A General Contractor license issued by the Florida Construction Industry Licensing Board, Certificate and/or license must be in good standing with Miami-Dade Countys Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes.

(Miami-Dade Fire Rescue Department) (Doral) **CLOSING DATE: Friday, September 28, 2007.**

INFORMATION TECHNOLOGY SPECIALIST (PART-TIME)

Salary: Entry \$21.51 - Maximum \$30.90 Hourly (001841) (Requisition # 7020018)

Completion of 60 semester credits to include 15 semester credits in Computer Science, Cartography, Geography or related field. Additional related experience may substitute for the required education on a year-for-year basis.

(Government Information Center) (Downtown) **CLOSING DATE: Friday, December 15, 2006.**

LANDSCAPE ARCHITECT 2

Salary: Entry \$56,788 - Maximum \$94,592 Annually(Salary Negotiable) (009615B) (Requisition # 6930681)

Bachelors degree in Landscape Architecture. Must possess a State of Florida Landscape Architect license and three years of professional experience in landscape architecture; OR Must be licensed as a Landscape Architect in another state, which would include having passed the Landscape Architecture Registration Examination (LARE), with three years of professional experience in landscape architecture. Must obtain a State of Florida Landscape Architect license within the one year probationary period. Must possess a Driver license. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

LIBRARIAN 1 (PART-TIME)

Salary: Entry \$18.33 - Maximum \$26.60 Hourly (007151B) (Requisition # 5900017)

Masters degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 1 (TRAINEE)

Trainee Salary: \$36,366 Annually, Salary: Entry \$38,129 - Maximum \$55,322 Annually (007151A) (Requisition # 6900020)

Must be currently enrolled in an American Library Association (ALA) accredited graduate school Masters degree program in Library Science or related program and have completed at least 18 semester credits in Library Science or related program. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 1

Salary: Entry \$38,129 - Maximum \$55,322 Annually (007151B) (Requisition # 7900008)

Masters degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 2

Salary: Entry \$41,796 - Maximum \$60,781 Annually (007152) (Requisition # 6900013)

Masters degree in Library Science or a related program from an American Library Association (ALA) accredited graduate school. One year of professional experience as a librarian is required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Miami Beach) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

LIBRARIAN 3

Salary: Entry \$45,788 - Maximum \$66,891 Annually (007153) (Requisition # 6900088)

Masters degree in Library Science or related program from an ALA accredited graduate school. Two years of professional experience as a librarian are required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Golden Glades) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 4

Salary: Entry \$50,270 - Maximum \$73,570 Annually (007154) (Requisition # 6900124)

Masters degree in Library Science or a related program from an ALA accredited graduate school. Four years of professional experience as a librarian are required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (North Dade) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN INTERN (TRAINEE)

Salary: Entry \$34,451 - Maximum \$34,451 Annually (007150) (Requisition # 6900011)

Must be currently enrolled in an American Librarian Association (ALA) Masters degree program. Must provide an acceptance letter from the dean. Must provide an official transcript indicating applicant has taken (or is currently taking) Master of Library Science or related program courses or registration document indicating applicant is enrolled for the current term. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MANAGEMENT CONSULTANT (EXEMPT)

Salary: Entry \$47,051 - Maximum \$74,840 Annually (000950B) (Requisition # 6030022)

Miami-Dade County Office of Strategic Business Management (OSBM) is seeking a results-oriented, innovative professional for the position of Management Consultant. The person we choose will work in the Management Planning and Performance Analysis Division, partnering and strategizing with departments and utilizing best practices to promote greater efficiency with meeting departmental goals and objectives. The position also monitors and analyzes results to measure the effectiveness of objectives implemented in meeting the overall departmental business strategy. The Office of Strategic Business Management is a dynamic department that ensures maximization and allocation of resources for Miami-Dade County government. The department also works to align County operations to achieve results driven by policy and customer needs by Delivering Excellence Everyday. People in all divisions work in cross-cutting teams to deliver the OSBM and County mission. A Bachelors degree in Business Administration, Public Administration Information Technology, Engineering or related field and one year of experience in strategic planning to include performance measurement, conducting management studies, organization reviews, efficiency and best practices analysis, financial analyses or information technology reviews are required. A Masters degree may substitute for the required experience. Must possess excellent quantitative and qualitative analytical skills. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Office of Strategic Business Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MANAGER, FINANCIAL REPORTING (EXEMPT)

Salary: Entry \$70,570 - Maximum \$109,403 Annually (000374) (Requisition # 7060013)

Bachelors degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of professional accounting or auditing experience is required. CPA certification and experience in preparation of complex financial statements are preferred. (Finance Department) (Downtown) **CLOSING DATE: Friday, December 22, 2006.**

MANAGER, GSA TECHNICAL SERVICES

Salary: Entry \$65,425 - Maximum \$108,688 Annually (006492) (Requisition # 6110102)

Bachelors degree in Engineering, Construction Management, Business Administration or a related field. Seven years of experience in the construction industry as a project manager, superintendent or business owner with responsibility for work valued between \$50,000 and \$1,000,000 are required. Must possess a General Contractors license. Experience in project estimating, scheduling, and supervising staff is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (General Services Administration) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MECHANICAL FIELD UNIT SUPERVISOR

Salary: Entry \$70,190 - Maximum \$83,981 Annually (009728) (Requisition # 5430027)

Applicants are required to have one of the following certificates: (a) Master General Mechanical Certificate of Competency issued by Miami-Dade County Construction Trades Qualifying Board or (b) Florida State Mechanical Contract (CMC) license as specified in Chapter 489, Florida Statutes. Five years of field experience under a Certificate of Competency as a Journeyman General or Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board to include one year of experience working as a Master General Mechanical within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible. OR Five years of field experience under a certificate as a State Mechanical Contractor issued by the State of Florida Construction Industry Licensing Board to include one year of experience working as a Mechanical Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MECHANICAL INSPECTOR

Salary: Entry \$60,995 - Maximum \$73,391 Annually (009712) (Requisition # 6430089)

Five years of field experience under a Certificate of Competency as a Journeyman General, Master Mechanical, or Specialty Mechanical Contractor issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience working within the area of jurisdiction of the Building Code under a certificate as a State Mechanical Contractor, Air-Conditioning Contractor, or Sheet Metal Contractor issued by the Florida Construction Industry Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview selection process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MICROGRAPHICS TECHNICIAN 2

Salary: Entry \$25,138 - Maximum \$38,526 Annually (000076) (Requisition # 7310026)

High school. One year of experience operating microfilm equipment and processing film is required. (Clerk of Courts) (West Dade) **CLOSING DATE: Friday, December 22, 2006.**

PERSONNEL TECHNICIAN

Salary: Entry \$26,806 - Maximum \$44,648 Annually (000402A) (Requisition # 7840014)

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis. Experience in employee benefits, tuition refund, insurance, monitoring performance evaluations, and performing group presentations is highly preferred. (Department of Human Services) (Northwest) **CLOSING DATE: Friday, December 15, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PLANNING SECTION SUPERVISOR (PLANNING RESEARCH)

Salary: Entry \$62,328 - Maximum \$103,798 Annually (002012D) (Requisition # 6260034)

Masters degree in Urban Planning or Regional Planning and three years of progressively responsible experience in economic and planning research; Bachelors degree in Urban Planning or Regional Planning and five years of economic and planning research; Masters degree in a planning-related field and five years of economic and planning research; or Bachelors degree in a planning-related field and six years of economic and planning research are required. Planning-related fields are Economics, Statistics, Geography, Applied Mathematics, Sociology, Public Administration, Business Administration or Urban Studies. Strong planning research experience in a large or mid-size planning agency including demographic modeling, economic, and land use analysis and projections, fiscal studies, capital improvements and GIS applications is highly preferred. As the supervisor of the Planning Divisions Demographic unit, the primary responsibility of the position is to perform a variety of analytical and supervisory tasks related to planning information systems and demographic estimation/projection models. Additionally, this position entails work with Census data and Housing analysis. This position is Open Until Filled. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

POLLUTION CONTROL INSPECTOR 1

Salary: Entry \$34,055 - Maximum \$57,033 Annually (001534) (Requisition # 6550059)

Bachelors degree in Biology, Chemistry, Geology, Civil Engineering, Mechanical Engineering, Chemical Engineering, Environmental Engineering, or related natural science. Must possess a Driver license. Applicants must forward resume submittals by mail, E-mail, or fax to: Mr. Nick Hernandez, Administrative Officer 3, Office of Administrative Services, Department of Environmental Resources Management, 33 SW 2nd Avenue, Miami, FL 33130, Telephone Number: (305) 372-6456, Fax Number: (305) 372-6760, Email Address: HernaN@miamidade.gov This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PRINCIPAL PLANNER (SUBSTITUTE)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (002009A) (Requisition # 6260030)

Masters degree in Planning and two years of planning experience; Bachelors degree in Planning and four years of planning experience; Masters degree in a planning related field and four years of planning experience; or Bachelors degree in a planning related field and five years of planning experience are required. Planning related fields include Urban Studies, Architecture, Landscape Architecture, Business Administration, Public Administration, Environmental Studies, or Social Sciences. This position is Open Until Filled. This announcement supersedes all previous announcements under this requisition number and those who previously applied need to reapply (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PRINCIPAL PLANNER (COMPREHENSIVE PLANNING)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (002009F) (Requisition # 6260048)

Masters degree in Urban Planning or Regional Planning and two years of advanced experience in comprehensive, land use, or urban service planning; Bachelors degree in Urban Planning or Regional Planning and four years of advanced experience in comprehensive, land use, or urban service planning; Masters degree in a planning related field and four years of advanced experience in comprehensive, land use, or urban service planning; or Bachelors degree in a planning related field and five years of advanced experience in comprehensive, land use, or urban service planning are required. Planning related fields are Geography, Architecture, Landscape Architecture, Engineering, or Law. This position is open until filled. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROCUREMENT CONTRACTING AGENT

Salary: Entry \$42,530 - Maximum \$71,941 Annually (000172) (Requisition # 6120027)

Bachelors degree. One year of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year for year basis. Excellent communication and organizational skills and Professional Procurement Certification are highly desirable. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROCUREMENT CONTRACTING OFFICER (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (000179) (Requisition # 6120017)

Bachelors Degree. A minimum of 2-3 years of professional and/or administrative experience to include procurement related experience is required. Excellent communication and organizational skills are highly desired. A Professional Procurement Certification is highly preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROCUREMENT CONTRACTING SUPERVISOR

Salary: Entry \$56,788 - Maximum \$94,592 Annually (000174) (Requisition # 6120021)

Bachelors Degree. Three years of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year for year basis. Professional Procurement Certification is preferred. Ability to work in a fast-paced multifunctional purchasing environment is highly desirable. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PROCUREMENT CONTRACTING TECHNICIAN

Salary: Entry \$30,470 - Maximum \$49,374 Annually (000170) (Requisition # 7120001)

High school diploma or GED. One year of procurement related or relevant experience is required. Bachelors degree may substitute for required experience. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PRODUCT CONTROL EXAMINER (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (002618) (Requisition # 6450018)

Bachelors degree in Engineering, Architecture, or a construction related field. Must possess a State of Florida Professional Engineer license or a State of Florida Registered Architect license. Three years of experience in the review, design, or development of products and materials of construction under the jurisdiction of the Florida Building Code or under standards adopted by the Florida Building Code are required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Code Compliance Department) (Downtown) **CLOSING DATE: Friday, December 29, 2006.**

PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001050Q) (Requisition # 5600088)

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience in the design and management of general civil engineering projects to include roadway and drainage structures is required. Excellent interpersonal and communication skills are highly desired. Experience in traffic operation, planning or design is preferred. **MIAMI-DADE COUNTY HAS IMMEDIATE JOB OPENINGS FOR PROFESSIONAL ENGINEERS.** Miami-Dade has two openings in the Traffic Engineering Division of the Public Works Department in the Traffic Operation and Non-Motorized Vehicle Sections. We are seeking top-notch professionals to become a part of our team. We offer competitive salaries and great benefits including participation in the Florida Retirement System. Salary commensurate with experience. Must be able to use independent judgement and make effective decisions for the Section. (Public Works Department) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PROFESSIONAL GEOLOGIST (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (001524) (Requisition # 6550089)

Miami-Dade County Department of Environmental Resources Management is seeking a progressive, experienced, proactive, results-oriented leader for the position of Professional Geologist. Incumbent will report to the Chief, Pollution Control Division. Minimum requirements include a Bachelors degree in Geology, Hydrology, or Hydrogeology. Must possess a State of Florida Professional Geologist license and three years of experience in groundwater modeling and/or evaluation of environmental impact, aquifer characterization, geological formations, or stratigraphic profiles are required. Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

RECREATION LEADER

Salary: Entry \$24,181 - Maximum \$36,934 Annually (007301F) (Requisition # 7930015)

High school diploma or GED. Three years of experience in planning, organizing, conducting or supervising park and recreation activities are required. Coursework in Recreation, Physical Education, Park and Recreation Management, Sports Administration, Business Administration, Public Administration or related field may substitute for the required experience on a year-for-year basis. Must obtain an HRS Child Care Training Certification prior to completion of the probationary period. Must possess a Driver license; Must be able to work days, nights, holidays, and weekends on a varied work schedule. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, December 22, 2006.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

RESIDENTIAL BUILDING INSPECTOR

Salary: Entry \$58,284 - Maximum \$70,190 Annually (009725) (Requisition # 6430084)

Must possess one of the following: (1) A State of Florida Professional Engineer license with a minimum of one year experience under the license, (2) A State of Florida Registered Architect license with a minimum of one year experience under the license, (3) A current Certificate of Competency as a General Contractor issued by the Florida Construction Industry Licensing Board with a minimum of one year experience under the license, (4) A current Certificate of Competency as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board with a minimum of one year experience under the license, (5) A current Certificate of Competency as a Building Contractor issued by the Florida Construction Industry Licensing Board with a minimum of one year experience under the license, or (6) A current Certificate of Competency as a Sub-General Building Contractor issued by the Miami-Dade County Construction Trades Qualifying Board with a minimum of one year experience under the license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

RESIDENTIAL ROOFING INSPECTOR

Salary: Entry \$60,995 - Maximum \$73,391 Annually (009715) (Requisition # 6430083)

Must possess one of the following: A current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board, a current certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor, a Building Contractor or Sub General Building Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board, provided the number of the license for the General Contractors license issued by the Florida Construction Industry Licensing Board shall be than #7837 or a current license as a registered State of Florida Professional Engineer or a license as a registered State of Florida Architect with Roofing experience in Miami-Dade County under Building are required. Must possess a driver license. All applicants must be eligible certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Boards specified in Chapter 468, Florida Statutes. Certificate and /or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

ROAD CONSTRUCTION COST ESTIMATOR

Salary: Entry \$35,478 - Maximum \$59,397 Annually (001040) (Requisition # 6600079)

High school diploma or GED and three years of experience in road construction maintenance, road engineering drafting or related office work in estimating, processing of construction work orders and payments, and processing of citizens complaints, to include customer service are required; Completion of 60 semester credits to include 15 semester credits in Civil Engineering or related field and one year of experience in road construction maintenance or road engineering drafting or related office work in estimating, processing or construction work orders and payments, and processing of citizens complaints to include customer service are required.; or High school diploma or GED and one year of experience in inspection, supervisory surveying or supervision of construction projects are required. (Public Works Department)

(Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ROOFING INSPECTOR

Salary: Entry \$63,786 - Maximum \$76,757 Annually (009716) (Requisition # 6430044)

Must possess a current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board and five years of experience in the roofing industry to include two years in a supervisory capacity; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board and five years of experience in the roofing industry; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license shall be less than #7837) and five years of experience in the roofing industry; or a current State of Florida Registered Architect or current State of Florida Professional Engineer license from the State of Florida and five years of experience in the roofing industry are required. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes the announcement published under Requisition #5430053 and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SENIOR MANAGEMENT CONSULTANT (EXEMPT)

Salary: Entry \$50,386 - Maximum \$80,693 Annually (000951) (Requisition # 7030003)

Miami-Dade County Office of Strategic Business Management (OSBM) is seeking a leader for the position of Senior Management Consultant. This position is responsible for the supervision of professional staff that supports various Miami-Dade County departments. The person chosen works in the Management Planning and Performance Analysis Division, leading and working with teams of management consultants partnering and strategizing with departments and utilizing best practices to promote greater efficiency with meeting departmental goals and objectives. The position also monitors and analyzes results to measure the effectiveness of objectives implemented in meeting the overall departmental business strategy. The Office of Strategic Business Management is a dynamic department that ensures maximization and allocation of resources for Miami-Dade County government. The department also works to align County operations to achieve results driven by policy and customer needs by Delivering Excellence Everyday. People in all divisions work in cross-cutting teams to deliver the OSBM and County mission. Bachelors degree in Business Administration, Information Technology, Engineering, Public Administration or related field and two years of experience in conducting management studies, organizational reviews, efficiency and best practices analysis, information technology reviews or related management experience are required. A Masters degree may substitute for one year of the required experience. Must possess excellent quantitative and qualitative analytical skills. Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program. (Office of Strategic Business Management) (Downtown) **CLOSING DATE:**

Friday, December 15, 2006.

SENIOR PLANNER (COMMUNITY PLANNING)

Salary: Entry \$46,929 - Maximum \$78,950 Annually (002008H) (Requisition # 6260031)

Masters degree in Urban Planning or Regional Planning; or Bachelors degree in Urban Planning or Regional Planning and two years of small area planning experience; Masters degree in a planning-related field and two years of small area planning experience; Bachelors degree in planning-related field and three years of small area planning experience; or American Institute of Certified Planner (AICP) certification and three years of small area planning experience are required. Planning-related fields include Architecture, Landscape Architecture, Urban Planning or Regional Planning. This position is Open Until Filled. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SENIOR PLANNER (COMPREHENSIVE PLANNING)

Salary: Entry \$46,929 - Maximum \$78,950 Annually (002008G) (Requisition # 6260025)

Masters degree in Urban Planning or Regional Planning; or Bachelors degree in Urban Planning or Regional Planning and two years of experience in comprehensive, land use, or urban service planning; Masters degree in a planning related field and two years of experience in comprehensive, land use, or urban service planning; Bachelors degree in planning related field and three years of experience in comprehensive, land use, or urban planning; or American Institute of Certified Planner (AICP) certification and three years of experience in comprehensive, land use, or urban planning are required. Planning related fields are Geography, Architecture, Engineering, Economics, Business Administration, or Public Administration. This position is Open Until Filled. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

SENIOR PROCUREMENT CONTRACTING AGENT

Salary: Entry \$46,929 - Maximum \$78,950 Annually (000173) (Requisition # 6120019)

Bachelors degree. Two years of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year for year basis. Excellent communication and organizational skills and Professional Procurement Certification are highly desirable. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Procurement Management) (Downtown)

CLOSING DATE: Friday, September 28, 2007.

SENIOR SYSTEMS ANALYST/PROGRAMMER (PEOPLESFT APPLICATIONS DEVELOPER)

Salary: Entry \$61,107 - Maximum \$97,363 Annually (001845D) (Requisition # 6140005)

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience with PeopleSoft applications with emphasis on the E-Recruiting, Time and Labor modules, Base Human Resources, Position Control and related interfaces to a legacy Payroll Application; and SQR/SQL and Oracle is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Enterprise Technology Services Department) (Southwest)

CLOSING DATE: Friday, September 28, 2007.

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SPECIAL AGENT, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

(Salary to be determined by the Office of the Inspector General) (008865) (Requisition # 6990013)

Bachelors degree. A minimum of five years experience in investigations, inspections and reviews within the following investigative fields: examining financial records and investigations involving financial institutions; investigation of white collar frauds, including government business transactions, public procurement and program integrity frauds; investigations involving fraud, waste, and abuse of position and whistle-blower cases; inspections and investigations of contractor, permitting, and professional licensing schemes; and investigations of public integrity crimes is required. Applicants must possess excellent computer skills including word processing applications, Internet usage and other public records databases. This position demands excellent writing and organizational skills. Professional designations, such as Certified Fraud Examiner (CFE) is preferred. Pay range is competitive and subject to applicants experience and qualifications. Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami, FL 33130, Attn: Job Announcement . The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

SPECIAL PROJECTS ADMINISTRATOR 2 (EXEMPT)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (000832N) (Requisition # 7960035)

Bachelors degree in Business Administration, Public Administration, Finance, Engineering or related field. Four years of professional experience in a water/wastewater utility or related environment to include planning, policy development and implementation, report preparation, or project development and/or coordination are required. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, December 15, 2006.**

STRUCTURAL PLANS PROCESSOR (EXEMPT)

Salary: Entry \$75,764 - Maximum \$118,322 Annually (Salary Negotiable) (002173) (Requisition # 6430034)

Must possess a State of Florida Professional Engineer license under the structural discipline. Applicants who were licensed as a Professional Engineer under the civil engineering discipline on or before March 1, 1993 are also eligible. Five years of experience as a structural engineer practicing within the area of jurisdiction of the Building Code with responsibility for the design of building structures are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. License must be in good standing with the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SYSTEMS ANALYST/PROGRAMMER 2

Salary: Entry \$53,606 - Maximum \$87,923 Annually (001844E) (Requisition # 7320025)

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of a relevant information technology certification program. Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. ORACLE Products: Oracle Designer 6i or higher, ORACLE Database 9i or 10g, PL/SQ experience with Data Warehouse, COGNOS Tools (IMPROMPTU, WEB Reports, POWERPLAY), MS ACCESS, XML GIS, .NET, C#, Java experience is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Police Department) (Northwest) **CLOSING DATE: Friday, December 22, 2006.**

TRAFFIC ANALYST 2

Salary: Entry \$27,050 - Maximum \$41,868 Annually (001091A) (Requisition # 5600132)

High school diploma or GED. Two years of inspection or data collection experience in traffic systems design, general engineering or related office environment are required. (Public Works Department) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

TRAFFIC ENGINEER 2

Salary: Entry \$51,493 - Maximum \$86,445 Annually (009626A) (Requisition # 5600056)

Bachelors degree in Engineering. Two years of traffic and transportation engineering experience are required. (Public Works Department) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

VETERINARIAN (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001216) (Requisition # 6360052)

Doctorates degree in Veterinary Medicine. Must possess a State of Florida Veterinarian license. Shelter veterinarian, Miami-Dade Animal Services, needed for open admission shelter that handles over 30,000 pets annually. Responsibilities include spay/neuter surgery, rabies vaccination clinic, and the care and treatment of shelter pets. New administration interested in implementing adoption programs, increasing the number of pets spayed and neutered in the community, reducing the euthanasia rate and educating the public about the overpopulation problem. This position reports to Dr. Sara Pizano, Director. Candidates must submit resumes with a cover letter indicating Requisition # 6360052 and title of position to: Luis L. Gonzalez, Manager, Recruitment and Internal Placement Section, Employee Relations Department, Personnel Services Division, 111 NW 1 Street, Suite 2020, Miami, FL 33128, or submit via e-mail as a Word document attachment to LLG@miamidade.gov. (Animal Services Department) (Medley) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

VICTIM SERVICES COORDINATOR

Salary: Entry \$32,551 - Maximum \$54,018 Annually (003216) (Requisition # 7320024)

High school diploma or GED. Three years of advanced clerical or public contact work to include experience in a domestic violence or crisis intervention program are required. (Miami-Dade Police Department) (Northwest) **CLOSING DATE:**

Friday, December 15, 2006.

W & S MAIL CENTER SUPERVISOR

Salary: Entry \$30,470 - Maximum \$49,374 Annually (005903) (Requisition # 7960055)

High school diploma or GED. Two years of supervisory experience in the processing of United States mail, mail center operations or the equivalent are required. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING**

DATE: Friday, December 15, 2006.

WAREHOUSING & STORES SUPERINTENDENT

Salary: Entry \$51,493 - Maximum \$86,445 Annually (000890) (Requisition # 7390016)

Bachelors degree in Business Management, Business Administration, Public Administration, or a related field. Three years of management or supervisory experience in a warehousing, supply, stores, or materials management environment to include a computerized inventory control system are required. Additional experience may substitute for the required education on a year-for-year basis. (Department of Corrections and Rehabilitation) (Northwest) **CLOSING DATE:**

Friday, December 15, 2006.

ZOOKEEPER

Salary: Entry \$26,092 - Maximum \$40,143 Annually (007401A) (Requisition # 5930366)

High school diploma or GED. One year of experience working with non-domestic animals, reptiles, or exotic birds is required. Completion of related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

ZOOKEEPER (ELEPHANT)

Salary: Entry \$26,092 - Maximum \$40,143 Annually (007401B) (Requisition # 3930411)

High school diploma or GED. One year of experience working with elephants is required. Related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule and perform heavy manual labor. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**



EMPLOYEE RELATIONS DEPARTMENT
PERSONEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
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December 11, 2006
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MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

TRANSIT ELECTRONIC TECHNICIAN (TRAINEE)

Trainee Salary: \$16.33 Hourly, Salary: Entry \$17.01 - Maximum \$26.08 Hourly (008083B) (Requisition # 6670113)

Current Miami-Dade Transit employees in classifications represented by the Transport Workers Union, Local 291 are only eligible to take the written examination for this recruitment. The MDT classification of Transit Electronic Technician performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a Driver license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. **WRITTEN EXAMINATION:** The written examination will be based on information contained in the authorized Transit Electronic Technician pre-examination study package. The study package will only be distributed to 100 applicants based on classification seniority. Once the 100 have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned, in the original condition received, to the MDT Human Resources Training Section within one week after the examination. If any portion of the study package is lost, damaged, or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting Veterans Preference must submit Veterans Preference documents at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, December 4, 2006 through Monday, December 18, 2006 from 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants must check on line at www.miamidade.gov/erd/test or call 305-375-JOBS (5627) after Friday, January 19, 2007 for the location, time and date of the examination. No one will be admitted for registration after the doors to the test facility have been closed. Promptness is required. Photo identification, such as a Driver license, is required to be admitted to the written examination. **ADDITIONAL INFORMATION:** Selected applicants will be placed in trainee status based on classification seniority. Upon successful completion of the approximately 20 weeks of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. 1. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in classification seniority order. 2. Employees who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by classification seniority order for future Transit Electronic Technician positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. (Miami-Dade Transit) (Various) **CLOSING DATE: Monday, December 18, 2006.**

MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

TRANSIT ELECTRONIC TECHNICIAN/RADIO (TRAINEE)

Trainee Salary: \$18.62 Hourly, Salary: Entry \$19.79 - Maximum \$29.87 Hourly (008084B) (Requisition # 5670087)

Current Miami-Dade Transit employees in classifications represented by the Transport Workers Union, Local 291 are only eligible to take the written examination for this recruitment. The MDT classification of Transit Electronic Technician/Radio performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a Driver license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. **WRITTEN EXAMINATION:** The written examination will be based on information contained in the authorized Transit Electronic Technician/Radio Trainee pre-examination study package. The study package will ONLY be distributed to 100 applicants based on classification seniority. Once the 100 have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned to the MDT Human Resources Training section within one week after the exam, in the original condition received. If any portion of the study package is lost, damaged or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting Veterans Preference must submit Veterans Preference documents at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, December 4, 2006 through Monday, December 18, 2006 from 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants must check on line at www.miamidade.gov/erd/test or call 305-375-JOBS (5627) after Friday, January 19, 2007 for the location, time and date of the examination. No one will be admitted for registration after the doors to the test facility have been closed. Promptness is required. Photo identification, such as a Driver license, is required to be admitted to the written examination. **ADDITIONAL INFORMATION:** Applicants who successfully pass the written examination will be placed in trainee status based on classification seniority. Upon successful completion of the approximately 39 weeks of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. 1. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in seniority order. 2. Those who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by seniority order for future Transit Electronic Technician/Radio positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. The MDTA classification of Transit Electronic Technician/Radio performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration's (FTA) Drug and Alcohol regulations. (Miami-Dade Transit) (Various) **CLOSING DATE: Monday, December 18, 2006.**

MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

TRANSIT ELECTRONIC TECHNICIAN/SYSTEMS (TRAINEE)

Trainee Salary: \$18.62 Hourly, Salary: Entry \$19.79 - Maximum \$29.87 Hourly (008085B) (Requisition # 6670056)
Currently employed by the Miami-Dade Transit Agency employees in classifications represented by the Transport Workers Union, Local 291 are only eligible. The MDTA classification of Transit Electronic Technician/Systems performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Must possess a Driver license. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. **WRITTEN EXAMINATION:** The written examination will be based on information contained in the authorized Transit Electronic Technician/Systems Trainee pre-examination study package. The study package will **ONLY** be distributed to 100 applicants based on classification seniority. Once the 100 applicants have been selected, they will be notified and study packages will be available at the Lehman Center, East Mezzanine Training Center, 6601 NW 72nd Avenue between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday only. All study materials must be returned to the MDT Human Resources Training section within one week after the exam, in the original condition received. If any portion of the study package is lost, damaged or stolen, report it immediately to the Human Resources Training Section at (305) 889-6713. Employees shall be held accountable for the safekeeping of MDT study materials. The loss or damage of MDT study materials as a result of negligence or willful misconduct will subject employees to the appropriate administrative action. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous full-time service in the County service to a maximum credit of ten years of service or five points. Applicants requesting Veterans Preference must submit Veterans Preference documents at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 from Monday, December 4, 2006 through Monday, December 18, 2006 from 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants must check on line at www.miamidade.gov/erd/test or call 305-375-JOBS (5627) after Friday, January 19, 2007 for the location, time and date of the examination. No one will be admitted for registration after the doors to the test facility have been closed. Promptness is required. Photo identification, such as a Driver license, is required to be admitted to the written examination. **ADDITIONAL INFORMATION:** Selected applicants will be placed in trainee status based on classification seniority. Upon successful completion of the approximately ten (10) months of classroom and structured on-the-job training, trainees will be placed in probationary status for one (1) year. 1. Those who successfully complete the training program will be placed into vacant positions in probationary status. Placement will be made in classification seniority order. 2. Employees who successfully complete the training program, but for whom there are no available vacancies, will return to their former assignments. They will be placed on a waiting list and will receive preference by classification seniority order for future Transit Electronic Technician/Systems positions. The eligible list and the waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. (Miami-Dade Transit) (Various) **CLOSING DATE: Monday, December 18, 2006.**

MUST TAKE EXAMINATION

OPEN TO THE PUBLIC

LANDSIDE OPERATIONS OFFICER 1

Salary: Entry \$33,853 - Maximum \$59,397 Annually (005386) (Requisition # 7630007)

High school. Must possess a Driver license. One year of experience working in direct contact with the general public is required. Must work rotating shifts, weekends, and holidays. Duties require working in a noisy environment without air-conditioning. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment. The written examination will evaluate the ability to follow written instructions, report writing, map reading, basic math skills, written communication and public relations techniques. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous, full-time service in the County service to a maximum credit of ten years or five points. Applicants requesting Veterans' preference must submit Veterans' preference documents at the time of application. Preference will be given to veterans and spouses of veterans when applicable. Those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility documents must include wartime dates of service and an honorable discharge. In addition to the DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Photo identification is required at the time of application. Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from Monday, December 11, 2006 to Tuesday, December 26, 2006, 8:30 a.m. to 4:00 p.m. **APPLICANTS MUST ACCESS WWW.MIAMIDADE.GOV/ERD/TEST OR CALL (305) 375-JOBS (OPTION 2) FOR WRITTEN TEST DATE, TIME, AND LOCATION AFTER JANUARY 4, 2007 AND TEST RESULTS AFTER JANUARY 25, 2007.** Doors to the test facility will close promptly at the time indicated. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. (Miami-Dade Aviation Department) (Miami Intl Airport) **CLOSING DATE: Tuesday, December 26, 2006.**